Tuition Assistance

Naval Facilities Acquisition Center For Training (NFACT) FY 01 Tuition Assistance Program Announcement

What is Tuition Assistance (TA)? The Department of Navy has established a tuition assistance program for employees in the acquisition workforce, including those in designated acquisition positions and Acquisition Professional Community (APC) members. This program is intended to provide tuition costs associated with education requirements established by Defense Acquisition Workforce Improvement Act (DAWIA) for courses taken at an accredited institution of higher learning.

Who can apply? All NAVFAC acquisition workforce members can apply for TA.

How long can I receive TA? Applicants who were accepted into the program will receive continued TA until completion of their degree program as long as NAVFAC continues to receive TA funding from the Director of Acquisition Career Management (DACM).   The acceptance of new applicants for FY 01 through completion of degree is dependent upon the amount of TA funding received from the DACM. Applicants who received funding at the end of FY 00 for individual courses vs. degree completion may be considered for additional TA funding if an updated package is submitted. (See next question below).

Can I receive TA for a few classes vs. a complete degree? It is the intent of the DACM to fund degrees, not individual classes. However, in the event additional TA funding becomes available throughout the fiscal year, all applications on file at NFACT that have not been funded will receive consideration in accordance with the published selection criteria. If selected under this condition, it is important that the selectee(s) understand that this funding is only for courses taken in the current fiscal year and not for their entire degree program.

What if TA funding received from the DACM isn't sufficient to fund all Priority 1's previously accepted into the program through degree completion? The funding received will be distributed evenly between the Priority 1's.

When is the closing date for applications? 11 December 2000

Is there any additional guidance on TA and how much funding can I receive per year?
- Refer to DACM web site http://dacm.secnav.navy.mil/educat. for complete program guidance
- Degree programs must be in Business or Acquisition related fields of study
- Tuition Assistance is limited to $6,000 per student each fiscal year
- Program is available to NAVFAC acquisition workforce members and Military personnel assigned to an acquisition billet or in route to an acquisition billet

- Courses not covered by tuition assistance are: Religion, Physical Education, and computer applications (Excel, Word, PowerPoint, etc)

What am I required to submit to apply for TA? Applicants are required to submit the information listed below

- NAVFAC Tuition Assistance Program Application Cover Sheet at http://www.nfact.navy.mil/pdffiles/coverletter.doc
- Individual Development Plan (IDP)
- Letter of Acceptance from College/University, stating degree program, course titles and course numbers required for degree completion
- List of courses completed to date and grade
- List of all courses required per fiscal year and the cost of each course
- Current career field statement how the degree meets either the "mandatory" or "desired" educational requirements
- Supervisor endorsement

If I applied last year and didn't receiving TA funding (or received funding for only a couple of classes), do I need to resubmit a new package or can I simply update my previous package? You can update your previous package by checking the "update" box on the application cover sheet and attaching the updated information (i.e. updated IDP, list of courses required for degree and graduation date, etc.).

What is the Selection Criteria? NAVFAC's funding allocation per fiscal year determines how many applicants will be funded. Applicants will be selected based on the following elements:

- Completeness of application package
- Priority as defined by DACM guidance (identified above)
- Number of business courses required for degree completion
- Number of general education courses required for degree completion
- History of course completion/cancellations (tuition assistance records)
- Funding Restrictions

Should I apply if I'm a Priority 2, and what are my chances for funding? Yes, you should apply! Priority 1 applicants will always be given first consideration. However, we strongly encourage all Priority 2's apply in the event that additional funding becomes available throughout the fiscal year, or in the event we receive fewer Priority 1 applicants. NOTE: If you were a Priority 2 in FY 00 and received an e-mail stating that your application would be retained on file pending receipt of additional funds, you will remain a Priority 2 in FY 01 (if an updated TA package is submitted). FY 01 Priority 1's will have preference over FY 00 Priority 2's.

Priorities 1 and 2 are defined as follows:

Priority 1: First priority is given to tuition requests to meet statutory education standards (documented in DoD 5000.52M) for personnel seeking membership in the Acquisition Professional Community, GS-1102 series personnel and warranted contracting officers; and to meet mandatory education standards required for certification in the employee's primary career field at their current level. Currently, education requirements for certification as listed in the DAU Catalog apply to members of the Contracting; Systems Planning, Research, Development and Engineering (SPRDE); and Test & Evaluation career fields.

Priority 2: Should sufficient funding be available, and after meeting all identified requirements under priority 1, tuition requests may be approved for personnel seeking to meet degree or semester hour education requirements in their career field specified as "desired" in the DAU Catalog, and education requirements (mandatory or desired) for other career fields in order to obtain subsidiary career field certification (cross-training). Approval of any requests for tuition assistance under this priority must be fully justifiable. Priority 2 is further broken down as follows:

Priority 2A: PDC Interns
Priority 2B: All other Priority 2's

What are the application procedures?

Acquisition Workforce members must submit a complete application package to their training representative. Incomplete application packages will be returned and NOT considered for the tuition assistance program

- Training Representatives will review applications and submit recommendations.
- Applicants will be accepted into the tuition assistance program based on selection criteria and available funding.

How will the Tuition Assistance Program be handled if we are in a "Continuing Resolution" situation? Every year the Budget must be passed by Congress before funds can be allocated. This rarely occurs by 1 October. Once the budget is approved, the DACM will provide funding to NAVFAC for the Tuition Assistance Program. In the interim, those individual(s) that have been approved for "continuing" Tuition Assistance must make a choice as follows:

1) Register for courses and pay tuition costs at your own expense, with the understanding that there is no guarantee the funds will be reimbursed; or
2) Do not register for courses, re-submit a revised Individual Development Plan (IDP) with a new graduation date, and wait until the next registration period (by which time TA funds should be allocated).

It is not the intent of this program to become a financial hardship. But, there are no guarantees the budget will be passed in time to allocate TA funding for courses during

the October/November timeframe, nor that we will receive the full amount of funding requested.

Application for the tuition assistance program does not guarantee acceptance.